

Date

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. OL/IMSS		
2.		
3.		
4.		
5.		

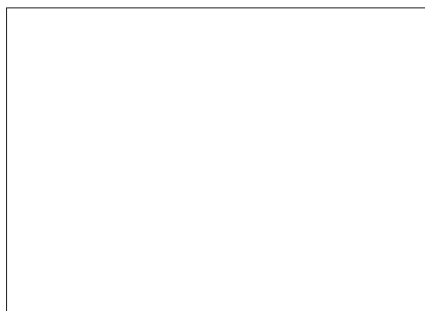
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Marie,

Attached are some changes to the OL  
Emergency Procedures Manual.

STAT



**DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions**

<b>FROM:</b> (Name, org. symbol, Agency/Post)	<b>Room No.—Bldg.</b>
C/LOC	<b>Phone No.</b>

STAT

5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**

S E C R E T

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Emergency Procedures Manual - Update - December 1987

FROM:

[Redacted]

EXTENSION

NO.

OL/IMSS

DATE

3 December 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/NBPO/OL  
1J45 Headquarters2. C/B&FB/OL  
[Redacted]3. C/PMS/OL  
[Redacted]4. C/P&TS/OL  
[Redacted]5. C/SS/OL  
[Redacted]6. C/FMD/OL  
3E14 Headquarters7. C/P&PD/OL  
158 P&P Building8. C/PD/OL  
[Redacted]9. C/RECD/OL  
[Redacted]10. C/SD/OL  
[Redacted]11. ✓ C/LOC/SD/OL  
[Redacted]

12.

13.

14.

15.

Attached are pages to be inserted into the Office of Logistics Emergency Procedures Manual in place of the ones presently in the manual. Please be sure to replace only the pages for which an updated page is being forwarded to you. They are identified by Tab color or number in the top left-hand corner of each page.

RECD is presently updating the information on the outlying buildings (Green Tab for each building). The Office of Security has been requested to update their portions of the pages under the Green Tabs. When these are received, copies will be sent to you for inclusion in your manual.

Please review the information in the Emergency Procedures Manual and send any corrections/additions to me as soon as possible.

Marie

Attachment:  
As stated

Unclassified when separated from attachment.

15. The SDO will notify the following in order listed, stopping with the first successful contact; this individual will then attempt to contact other persons on the list.

Additionally, the SDO should call the Chief, Fire Protection Branch, Safety Division, OMS [redacted] secure).

16. If the fire is in [redacted] the PSD/OS Security Officer will notify appropriate [redacted] personnel.

CONFIDENTIAL